PART 3.0

VIEWING STATE PROFILES

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Each State has a profile that lists that State's answers to a common list of questions regarding child support enforcement activities within that State. (Refer to Appendix C for a complete list of all questions in the profile and for an explanation of the answers).

To access a State profile from the IRG Public Map Page screen refer to Section 2.1.1.

Figure 3-1 shows an example of a State Profile screen. You can view, print, or download the information that is in the State profile.

Figure 3-1: Top of the State Profile Screen

The State Profile screen contains several parts:

- Task bar
- Section jumpers and sections
- Ability to go to the top of the page
- Last update date and visitor number
- Links to view State Lien and Multistate Financial Institution Data Match (MSFIDM) Information.

3.1   TASK BAR

The task bar at the top of the State Profile screen has five options. (Refer to Figure 3-1.):

- Map
- FIPS/Addresses
- Print
- Download
- Exit IRG

3.1.1 MAP

The **Map** option on the task bar takes you back to the IRG Public Map Page screen. Once there, you can choose to view another State's profile or search for a FIPS Code or address. Refer to Section 2.1 for further information about the IRG Public Map Page screen.

3.1.2 FIPS/ADDRESSES

The **FIPS/Addresses** option on the task bar takes you to the FIPS Codes and addresses associated with the displayed State profile. Part 4.0 provides further information on the FIPS Codes and Address System.

3.1.3 PRINT

The **Print** option on the task bar allows you to print the displayed State profile. To print:

1. Press **Print.** A dialog box appears (Figure 3-2) that asks you if you want to print the profile.

2. Press **OK** to print the State profile or press **Cancel** to go back to the State profile without printing.

Figure 3-2: Printing Dialogue Box

3.1.4 DOWNLOAD

You can either download a particular State's profile or all States' profiles.

3.1.4.1 Download the Current State Profile

The **Download** option on the task bar allows you to download the profile for the State you currently have selected. To download the State profile:

1. Press the **Download** option on the task bar. The standard Windows "Save As…" window appears asking you where you would like to save the file.

2. Choose the directory in which to save the file and the filename. The default filename is the two-letter State abbreviation.dat (e.g., AL.dat). This is an ASCII text file, which can be opened in any word processing program.

3.1.4.2 Download All State Profiles

To download all State profiles:

1. Press the **Map** option on the task bar to return to the IRG Public Map Page screen.

2. Press the **SPS Download** button on the IRG Public Map Page screen. The standard Windows "Save As…" window appears asking you where you would like to save the file.

3. Choose the directory in which to save the file and the filename. The default filename is SpsAllStates.dat. This is an ASCII text file, which can be opened in any word processing program.

3.1.5 EXIT IRG

The **Exit IRG** option on the task bar allows you to exit the IRG and return to the OCSE Home Page.

3.2   Section Jumpers and Sections

Under the task bar is a list of the sections within the State profile (Figure 3-1). These section names are links, or "jumpers," to the 11 sections of the State profile (Sections A through K). Each section contains information regarding a specific aspect of the State's child support enforcement activities.

- Section A. General/State-At-A-Glance
- Section B. UIFSA
- Section C. Reciprocity
- Section D. Age of Majority
- Section E. Statute of Limitations
- Section F. Support Details
- Section G. Income Withholding
- Section H. Paternity
- Section I.   Support Order Establishment
- Section J.   Support Enforcement
- Section K. Modification and Review/Adjustment

Clicking on any of the jumpers will move ("jump") you to the corresponding section of the profile. In addition, you can use the scroll bar to scroll up or down to view any section. Each section has a **Top of Page** button that, if you click on it, brings you back to the section jumpers at the top of the page.

3.3   Last Update Date and Visitor Number

The date on the upper-right hand side of the screen denotes the date that any answer in the State profile was last updated. (Refer to Figure 3-1.)

The visitor number denotes how many people have visited the State profile since the IRG was implemented in December 1999. It is updated each time the profile is entered.

3.4   Links to State Lien and State MSFIDM Information

On the right-hand side of the "State Profile" screen are links to view the State Lien matrix and to view the MSFIDM Freeze & Seize matrix. (Refer to Figure 3-1.) These links also appear in Section J. Support Enforcement.

3.4.1 VIEW STATE LIEN INFORMATION

The **View State Lien Information** link takes you to a matrix of State Lien information. For each State, this information includes

- A list of State child support lien contacts
- A quick reference of State and local resources
- Identification of the administrative or judicial process
- An indication of trigger criteria
- A list of filing locations
- The fees charged by the State

Click on your browser's **Back** button to return to the State profile screen.

3.4.2 VIEW STATE MSFIDM INFORMATION

The **View State MSFIDM Information** link takes you to the MSFIDM Freeze & Seize Matrix. The Freeze & Seize Matrix contains information pertaining to each State's freeze and seize practices; specifically, on accounts located in financial institutions.

The matrix assists the States in determining which actions to take next. It provides minimum account balance requirements, delinquency requirements, and other useful information.

Click on your browser's **Back** button to return to the State profile screen.